

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Auditor Supervisor****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Advises and manages the audit team on the proper audit and research methods and approaches to problem solving. Performs audits, conducts discovery and client selection, performs research to resolve taxation and licensing issues, and performs legislative reviews.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages audit team by advising on proper audit and research methods, evaluating work performance, and handling all administrative matters related to work and performance of the audit team.
2	S	Performs audits by selecting audits through the use of trends, ratios and risk analysis, identifying and approving appropriate client and audit type to be conducted, interviewing the appropriate parties, conducting a property walk through to determine licensing classification and property assessment, developing, reviewing, and approving audit plans, tests, and procedures, conducting audit and examining records, ensuring compliance with regulations, identifying and determining appropriate codes, reviewing work papers and reports, preparing and issuing findings report, conducting an exit interview, resolving problems and monitoring the collection of audit findings.
3	S	Conducts discovery and client selection by locating businesses and taxable properties within the City, examining in-house client files and other relevant data to select candidates for audits, obtaining more data on the candidates through the commonwealth and comparing to the database, and conducting on-sight visitation and observations.
4	S	Performs research to resolve taxation and licensing issues by performing analyses of license classification and property assessment scenarios, identifying the impact of legislation on local policies, preparing for testimony issuance in court, conducting surveys and summarizing the results, leading discussion group meetings with various parties, and developing standardized best practice comparisons.
5	S	Performs legislative reviews by examining proposed legislation and resolutions, coordinating and conducting surveys and inquiries on the origin and purpose of proposed legislation, identifying and preparing revenue and policy impact reports, issuing findings and recommendations to the Commissioner and Tax Auditors Association, coordinating public, private, and governmental entities, and drafting of City code modifications and distribution materials.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Over five years experience.
Certifications and Other Requirements	Valid Driver's License, Certified Public Accountant
Reading	Work requires the ability to read the State Code of Virginia, Norfolk City Code, Attorney General opinions, court case briefs, Department of Taxation Guidelines, public documents and legal materials.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as college level algebra, business math, and statistical analysis.
Writing	Work requires the ability to write various correspondences, training materials and answers to interrogatories.
Managerial	Managerial responsibilities include directing and managing administrative matters, audit plans and processes, resolving problems and identifying research subjects.
Budget Responsibility	Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	R	Use of copier, fax machine, mail or memo distribution, filing, supervision of staff
Sitting	C	Computer, desk work, meetings, interviews, court proceedings
Walking	O	Inter-office, filing, to/from other offices, sight visitation and observations
Lifting	R	Files, reports, binders, books, office supplies
Carrying	R	Files, reports, binders, books, office supplies
Pushing/Pulling	R	File cabinet drawers
Reaching	R	Files, reports, binders, books
Handling	R	Files, reports, binders, books, office supplies
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	R	Filing in lower cabinet drawers
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, filing, reading, interviewing, sight visitation and observations, supervision of staff
Hearing	C	Telephone, co-workers, clients, co-workers, staff, meetings, court proceedings, interviews, supervision of staff
Talking	F	Telephone, co-workers, clients, co-workers, staff, meetings, court proceedings, interviews, supervision of staff
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, copy machine, fax machine, paper shredder, printer, image scanner, laptop computer, telephone, laser projector, LAN Network, Standard Microsoft Windows and Office software, Rightfax broadcast fax software, Geronimo Casefinder (federal, state and local legal database program), Intuit QuickBooks Pro, LaserFiche imaging warehousing and notation software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)